



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

Canac: Aug 97

IN REPLY REFER TO  
BUMEDNOTE 12430  
BUMED-91  
9 Jun 97

BUMED NOTICE 12430

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: CIVILIAN EMPLOYEE PERFORMANCE APPRAISAL REVIEW SYSTEM  
AND PERFORMANCE AWARD RECOMMENDATIONS

Ref: (a) OCPMINST 12430.1

Encl: (1) Department of The Navy Performance Appraisal  
Review System  
(2) Award Summary Format  
(3) Request for Personnel Action

1. Purpose. To close out the current civilian employee performance appraisal review year; to establish July 1997 through June 1998 performance appraisal review standards; and to recommend employee performance awards per reference (a).

2. Background. The current performance appraisal rating period ends 30 June 1997. Upcoming year performance standards must be established for each civilian employee. Employees with a current year close out rating of "Outstanding" may be recommended for either a cash award not to exceed 3 percent of their annual salary or a Quality Step Increase (QSI), but not both.

3. Action. By 25 July 1997, supervisors of civilian employees must complete the following actions:

a. Establish Upcoming Year Performance Standards. Complete parts I and II of enclosure (1) for each employee for the 1 July 1997-30 June 1998 performance appraisal period. Enclosure (1) is the only form to be used. Review the standards with each employee and have the employee sign and date the standards.

b. Complete the Current Year Performance Appraisals. Supervisors complete section 8 of enclosure (1) and have each employee sign and date the "Rating" part of section 7.

c. Award Recommendations. For employees rated "Outstanding," complete enclosure (2) to recommend a cash award or enclosure (3) to recommend a QSI award.

d. Submit Award Recommendation. along with the original 1996-1997 Performance Appraisal Review forms, to the appropriate executive assistant or special assistant.

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4. Executive assistants and special assistants shall:

a. Review the 1996-1997 Performance Appraisal Reviews for accuracy and compliance, i.e., that performance standards were set and signed; that the employee's grade is accurately reflected; that there is an appraisal form submitted for each employee; that the employee was rated on a minimum of 90 days; and that new performance standards were set, signed by the employee, and the first and second-level supervisor.

b. Obtain directorate concurrence or nonconcurrence on each award recommendation.

c. Submit the award package to MED-91 by 25 July 1997. Ensure each package includes the following:

(1) The new 1997-1998 Performance Appraisal Review standards signed by employee, first and second-level supervisors.

(2) The current 1996-1997 Performance Appraisal Review form, completed and signed by each employee, first and second-level supervisor.

(3) Enclosure (2), Award Summary Format with all cash award recommendations and enclosure (3), SF 52 for all QSI recommendations. A separate SF 52 is required for each employee recommended for a QSI.

5. Point of contact is MED-912C, 762-3306.

6. Forms. The NAVSO 12430/10, Performance Appraisal Review System, enclosure (1), may be reproduced locally and SF 52, Request for Personnel Action, is available from BUMED Supply Room, Building Five, Room 5000.

  
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Deputy